



Todd Harms  
Fire Chief

**Matt Kelly**  
Board President  
Division 7

**Cynthia Saylor**  
Board Vice President  
Division 1

**D'Elman Clark**  
Board Secretary  
Division 6

**Grant Goold**  
Board Member  
Division 2

**Randy Orzalli**  
Board Member  
Division 3

**Ted Wood**  
Board Member  
Division 4

**Jennifer Sheetz**  
Board Member  
Division 5

**Gay Jones**  
Board Member  
Division 8

**Walt White**  
Board Member  
Division 9

# Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 · Mather, California 95655 · Phone (916) 859-4300 · Fax (916) 859-3700

## BOARD OF DIRECTORS - REGULAR MEETING Thursday, February 25, 2021 – 6:00 PM

Held Remotely Via Zoom

Phone: (669) 900-6833

Webinar ID: 985 8705 2082 #

Passcode: 812 027 697 #

*The mission of the Sacramento Metropolitan Fire District is to provide professional and compassionate protection, education and service to our community.*

The Governor has declared a State of Emergency to exist in California as a result of the threat of COVID-19 (aka the "Coronavirus"). The Governor issued Executive Order N-25-20 and N-29-20, which directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still satisfying state transparency requirements.

The Governor has also issued Executive Order N-33-20, prohibiting people from leaving their homes or places of residence except to access necessary supplies and services or to engage in specified critical infrastructure employment.

The Public's health and well-being are the top priority for the Board of Directors of the Sacramento Metropolitan Fire District and you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting of the Board will be available via Zoom at the phone number listed above. **If you prefer viewing the meeting via the Zoom Application, please contact Board Clerk Penilla via email at the address listed below.**

Note: The meeting is being held solely by remote means and will be made accessible to members of the public seeking to attend and address the Board solely through the phone number set forth above, except that members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least forty-eight (48) hours in advance of a Regular meeting to make arrangements for such reasonable accommodations:

**Melissa Penilla**  
Board Clerk  
(916) 859-4305

[Penilla.melissa@metrofire.ca.gov](mailto:Penilla.melissa@metrofire.ca.gov)

The Board will convene in open session at 6:00 p.m.

Serving Sacramento and Placer Counties



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## REGULAR BOARD MEETING AGENDA

THURSDAY, FEBRUARY 25, 2021

### CALL TO ORDER

### PLEDGE TO FLAG

### METRO CABLE ANNOUNCEMENT

The Open Session Meeting is videotaped for cablecast on Metro Cable 14. Replay on Monday, March 1<sup>st</sup> at 6:00 pm and Wednesday, March 3<sup>rd</sup> at 2:00 pm on Channel 14; Webcast at [www.sacmetroable.tv](http://www.sacmetroable.tv).

### PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON AGENDA

*The Board of Directors of the Sacramento Metropolitan Fire District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Public members desiring to address the Board are requested to first be recognized by the presiding officer and identify themselves for the record. The presiding officer may in the interest of time and good order limit the number of public member presentations. Speakers' comments will be limited to **three minutes** (Per Section 31 of the Board of Directors Policies and Procedures).*

*In accordance with Section 31 of the Board of Directors Policies and Procedures, members of the Public requesting their written comments be read into the meeting record must be present or have a representative present to read their comments during the time allotted.*

### CONSENT ITEMS

*Matters of routine approval including but not limited to action summary minutes, referral of issues to committee, committee referrals to the full Board, items that require yearly approval, declaration of surplus equipment, and other consent matters. Consent Agenda is acted upon as one unit unless a Board member requests separate discussion and/or action.*

	<u>Page No.</u>
<b>CONSENT ITEMS</b>	
1. <b>Action Summary Minutes</b> <b>Recommendation:</b> Approve the Action Summary Minutes for the Regular Board meeting of February 11, 2021.	<b>5</b>
2. <b>Purchase Approval – Draft Commander 3000</b> <b>Recommendation:</b> Approve the purchase of the Draft Commander 3000 from Weis Fire & Safety Equipment, LLC.	<b>9</b>
3. <b>Notice of Award – RFP 20-11 CRRD Inspection Billing Services</b> <b>Recommendation:</b> Approve the contract award to Wittman Enterprises and authorize the Fire Chief to execute the agreement in accordance with RFP 20-11.	<b>10</b>
<b>CLOSED SESSION</b>	
1. <b>CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION –</b> <b>Pursuant to California Government Code Section 54956.9(d)(1): One case</b> Case No. 34-2020-00286706-CU-BC-GDS Medic Ambulance Service, Inc. v. Sacramento Metropolitan Fire District	<b>*</b>



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REGULAR BOARD MEETING AGENDA

THURSDAY, FEBRUARY 25, 2021

## REPORT OUT FROM CLOSED SESSION

### PRESENTATION ITEMS

1. **Fiscal Year 2019/20 Comprehensive Annual Financial Report (CAFR)** 11  
*(Amanda Thomas, Chief Financial Officer and Ingrid Sheipline, CPA)*
  - A. **Comprehensive Annual Financial Report (CAFR)** 13  
\*\*PDF Separate Attachment  
**Recommendation:** Receive Presentation. No action required.
  - B. **Compliance Report** 14  
**Recommendation:** Receive Presentation. No action required.
  - C. **Appropriations Limit Testing** 25  
**Recommendation:** Receive Presentation. No action required.
  - D. **Governance Letter** 28  
**Recommendation:** Receive Presentation. No action required.
2. **2020 Community Annual Report (CAR) and 2019 GFOA Award** 32  
*(Amanda Thomas, Chief Financial Officer)*  
**Recommendation:** Receive presentation, no action required.

### ACTION ITEMS

1. **California Senate Bill 1205 Compliance Report** 50  
*(Deputy Fire Marshal Fields and Supervising Inspector Schmidt)*  
**Recommendation:** Adopt a Resolution acknowledging receipt of the annual report regarding the inspection of public and private schools and certain residential occupancies for CY 2020.

### REPORTS

1. **PRESIDENT'S REPORT**—*(President Kelly)*
2. **FIRE CHIEF'S REPORT**—*(Chief Harms)*  
**OPERATIONS' REPORT** – *(Deputy Chief Mitchell)*
3. **SMFD – FIREFIGHTERS LOCAL 522 REPORT**
4. **COMMITTEE AND DELEGATE REPORTS**  
*All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.*
  - A. **Executive Committee** – *(President Kelly)*  
Report Out: TBD
  - B. **Communications Center JPA** – *(DC Wagaman)*  
Next Meeting: March 9, 2021 at 9:00 AM
  - C. **California Fire & Rescue Training JPA** – *(Chief Harms)*  
Next Meeting: April 15, 2021 at 4:00 PM  
Location: Virtually due to COVID restrictions



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## REGULAR BOARD MEETING AGENDA

THURSDAY, FEBRUARY 25, 2021

- D. Finance and Audit Committee – (Director Orzalli)**  
Report Out: February 25, 2021 at 5:00 PM  
Next Meeting: March 25, 2021 at TBD
  
- E. Policy Committee – (Director Goold)**  
Next Meeting: March 11, 2021 at TBD

## BOARD MEMBER QUESTIONS AND COMMENTS

## ADJOURNMENT

### NEXT BOARD MEETING(S):

*Unless specified differently, all meetings of the Board are held at Sacramento Metropolitan Fire District, 10545 Armstrong Avenue, Mather, CA*

- Next Board Meeting – March 11, 2021 at 6:00 PM

*The following action and presentation items are scheduled for the next board meeting agenda. Board members are requested to identify additional action or presentation items they desire to be scheduled on the agenda.*

**ANTICIPATED AGENDA ITEMS:** FY 2020/21 Mid-Year Budget

**Posted on February 22, 2021**

**Melissa Penilla, Clerk of the Board**

\* No written report

\*\*  Separate Attachment

### DISABILITY INFORMATION:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (916) 859-4305. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.